

City of Willoughby Hills

Interoffice Memo

Date: June 20, 2013
To: Members of City Council
From: Frank J. Brichacek, Director of Finance *FJB*
Subject: Then and Now Purchase Order Certification

The purpose of this memo is to request that City Council authorize "Then and Now" certifications of the Purchase Orders listed below. In both cases, the authorization to perform engineering services preceded the issuance of a purchase order and the cost of the services purchased are \$3,000 or higher. In both cases, in order to take advantage of the summer construction season and to expedite the completion of the projects, the Engineer was authorized to begin work prior to Council appropriating funds for either project.

Because funding has now been secured for both projects and both have been appropriated by City Council (assuming passage of the proposed appropriation ordinance at the June 27th meeting of Council), I am requesting that City Council approve "Then and Now" certifications so that we may proceed with issuing the Purchase Orders and paying these two vendors. If you have any questions, please do not hesitate to contact me.

The following purchase orders are hereby submitted to City Council for consideration for "Then and Now" Certification:

- **Purchase Order No. CT000351 - \$11,040** – Richard L. Bowen & Associates, Inc. – Gatsby Lane/Kristen Court Street Reconstruction Project
- **Purchase Order No. CT000352 - \$3,000** – Richard L. Bowen & Associates, Inc. – Rosewood Trail Storm Pipe Extension Project

Attachments (2)



CITY OF WILLOUGHBY HILLS

35405 CHARDON ROAD
WILLOUGHBY HILLS, OHIO 44094
PH (440) 946-1234 FAX (440) 975-3535

PURCHASE ORDER

P.O. NUMBER

RESOLUTION NO. 2013-12
CT0003
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REQ. NO.

020176

P.O. DATE

06/20/13

SHIP VIA

TERMS

NET ZERO

DELIVER TO:

CITY OF WILLOUGHBY HILLS
35405 CHARDON RD
WILLOUGHBY HILLS, OH 44094

ENDOR #:

TO: RICHARD L. BOWEN & ASSOC, INC
13000 SHAKER BLVD.
CLEVELAND, OH 44120

ACCOUNT NUMBER	AMOUNT
250.351.53600	\$2,212.50
250.351.53600	\$737.50
250.351.53600	\$50.00

TAX ID NO. 34-6003085
THE ABOVE PURCHASE ORDER NUMBER MUST APPEAR ON ALL BILLS AND PACKAGES.
Material on this order is exempted from the Ohio Sales Tax and Federal Excise Taxes

QUANTITY	UNIT	DESCRIPTION	PRICE / UNIT	AMOUNT
2950	EA	PROJECT #2013026 ROSEWOOD TRAIL STORM PIPE EXTENTION PROJ Account: ENGINEERING FEES Lake County Stormwater Management Dept Grant financed project. Project design and administration as detailed in R.L. Bowen & Associates' proposal May 16, 2013. Estimated Construction Cost: \$25,000 Engineering Fee: 12% of Construction Cost to be invoiced in accordance with the City Engineering Services Contract. 1) 75% due upon completion & deliverance to the City of contract plans, specifications and detailed estimate. Final contract fee will be based upon actual construction cost.	0.75	\$2,212.50
2950	EA	2) Balance to be paid in monthly pro rata amounts in accordance with the percentage of construction completed.	0.25	\$737.50
1	EA	3) Estimated reimburseable expenses 110% of actual project related costs or services	50.00	\$50.00
TOTAL:				\$3,000.00

It is hereby certified that both at the time of the making of this contract or order and at the date of the execution of this certification the amount listed on this document was appropriated for such contract or order and is in the treasury or in the process of collection to the credit of the fund or funds listed on this document free from any previous encumbrances.

Director of Finance

DIRECTOR OF FINANCE
Date

AUTHORIZED SIGNATURE